

## ANNUAL PROGRAMMING AND CONTRACTING CYCLE

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Wrap Up Prior Year	Evaluation	Program Planning RFI/RFQ Planning						Contract Development			

\*Invoice review, agency monitoring and technical support occur year round\*

### **I. Wrap Up Prior Year**

- Process final invoice, year-end close
- Collect agency year-end documents, reports
- Determine prior year achieved outcomes

### **II. Evaluation**

- Review analysis of achieved outcomes, cost/benefits, return on investment
- Review program expenditures and agency fiscal health
- Conduct department-wide discussion on whether programs successfully achieved goals, challenges and barriers to achieving
- Decide whether to continue with investment area and/or currently funded agencies

### **III. Program Planning**

- Conduct needs assessment and identify:
  - What we want to achieve
  - How we address community needs
- Conduct community engagement (ongoing)
- Select outcomes and milestones
- Determine available funding, other potential sources and partnerships

### **IV. Contract Development**

- Prepare and execute contract package
- Maintain contract development deadlines, ensure proper review and signature authority